



JOB ANNOUNCEMENT

PLEASE READ COMPLETE FLYER

Resource Conservationist

Job Number: 063008

This position will remain open until a sufficient number of qualified applications are received. Applicants are encouraged to submit applications and required attachments as soon as possible as recruitment may close at any time.

Opening Date: June 30, 2008

Salary Range: \$40,588-\$62,091

- This position is with the Marion Soil & Water Conservation District (SWCD) in Salem, Oregon.
- This recruitment will be used to fill a current vacancy.
- This position is 40 hours per week and is exempt from overtime.
- Marion SWCD will accept **original** applications but **will not give consideration to illegible, incomplete or unsigned applications. Each recruitment requires a separate, complete application.**

MINIMUM QUALIFICATIONS: It is imperative that applicants include, **on the application form**, details of education, skills and experience as they pertain to the qualifications shown below.

1. Bachelor's degree with the major course work in natural sciences, environmental sciences, natural resource management, agricultural sciences, soils, water quality, engineering or a related discipline; **AND**
2. A minimum of three years of experience working for a natural resources agency, organization, or corporation. Volunteer experience may substitute for paid work experience; **AND**
3. Good oral and written communication skills; **AND**
4. Experience in collecting field data and maintaining field notes; **AND**
5. The ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, maps, and conservation practice design. Must be proficient with Microsoft Excel, Word, and PowerPoint; Outlook, and ArcGIS. A working knowledge of NRCS Toolkit program is preferred. Knowledge of Microsoft Access and website programs are beneficial but not required; **OR**
6. Any equivalent combination of experience, education and/or training relevant to the position as determined by Marion SWCD.

NECESSARY SPECIAL REQUIREMENTS:

Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion SWCD will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services. **In order to qualify for this position, you must complete the driving history release form included in the employment application.**

- Work Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday with a 30 minute lunch. Work schedule determined based on the needs of the Marion SWCD and may be subject to change. Occasional evenings and weekend work is required.
- Thorough Background Investigation regarding thoroughness and truthful disclosure about personal credit, criminal and employment histories will be conducted on all new employees. All employment is subject to satisfactorily passing the background investigation.

EVALUATION OF APPLICATIONS: Applications will be evaluated according to education, experience and training as it relates to the minimum qualifications listed on the job announcement. Missing or incomplete information will result in a lower evaluation score or disqualification.

These duties are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL DUTIES:

- Provides professional technical assistance to property owners and managers within the boundaries of the District regarding natural resource concerns. Communicates and works directly with landowners and operators through face-to-face contact, the telephone, written correspondence or e-mail.
- Helps develop conservation plans for individual property owners and operators by incorporating the principles, methods and techniques of soil conservation and related sciences including agronomy, hydrology, livestock management, biology, engineering and others as required.
- Understands, interprets and uses various maps, aerial photography, and soils information in assisting residents of the District. Has a working knowledge of the Natural Resources Conservation Service (NRCS) Field Office Technical Guide along with related manuals and computer programs.
- Researches and writes grants for funding assistance for landowner projects and Marion SWCD programs.
- Provides assistance with contracting and implementation of landowner projects, including USDA-funded projects and projects in the District's Landowner Assistance Program (LAP). The LAP is a grant program designed to help small acreage landowners and livestock owners with conservation, especially those related to the local Agricultural Water Quality Management Area Plan (Senate Bill 1010).
- Participates in office meetings with District directors, District employees, NRCS employees and other agency employees to coordinate work and prioritize where technical assistance will be provided.
- Communicates with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.
- Provides a monthly report of work activities to the District Board.
- Meets all reporting requirements of work completed in the appropriate method to the Board, Oregon Department of Agriculture, NRCS reporting system, Oregon Watershed Enhancement Board, etc.
- Provides technical assistance to local watershed councils on a project-by-project basis as requested.

BEHAVIORAL EXPECTATIONS:

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers, board members and other agencies; appropriately communicates with board members following proper channels and protocol; conducts work responsibilities in a professional manner; maintains punctual and regular attendance; complies with Marion SWCD policies and procedures; participates fully as a member of a team; participates in employee orientation and training. Training may require travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week; provides training to co-workers as requested; performs other job duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

Operates a motor vehicle in the performance of duties. Marion SWCD owns vehicles but occasional use of the employee's own vehicle may be necessary (available reimbursement is based on mileage); maintains a current Oregon Driver's License and an acceptable driving record; uses depth perception; reads a 12 pt. font; speaks with a clear and audible voice; hears a normal speech level; stands; sits up to ½ hour; moves about the work area; lifts up to 50 lbs.; operates a keyboard; exposure to heat and cold. Fieldwork will include working in and around such locations as farms and dairies; rivers, streams and ponds or other wet areas; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions. All duties shall be performed in a prudent and sensible manner, following established protocols that ensure safety.

MENTAL REQUIREMENTS:

Speaks, reads, writes and understands English.

SUPERVISION RECEIVED AND GIVEN:

The Resource Conservationist reports to and is supervised by the District Manager. Work is accomplished independently with technical guidance available from the resource manuals and specialists. This position acts on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District's Personnel Policy Manual. The District Manager conducts the performance evaluation for this position. This position may have a temporary or part time employee, such as a student, assigned to it that will require training and supervision.

CIVIL RIGHTS:

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Attach a **written response to the following four questions**. Please number (and letter) your answers to agree with the question and limit the answering of any one question to two pages.

QUESTIONS:

1. What is your knowledge or experience with natural resources and/or agricultural planning? Describe any specific work with landowners/managers in assessing site conditions and trends, developing best management practices (BMPs) and/or conservation practices, and implementing restoration projects. Include your familiarity with USDA Natural Resources Conservation Service (NRCS) programs and planning procedures, if any. State if you have ever taken and/or completed the NRCS Conservation Planning Course and if you are currently certified.
2. Describe your experience using written and oral communication methods presenting technical information regarding the physical environment to small groups or individuals. In particular, describe: a) your experience presenting technical environmental issues to groups or individuals; b) your experience taking field notes, documenting and summarizing data and writing reports of field activity; c) your ability to use word processing software and personal computers to produce written reports and communicate with coworkers; d) your ability to use ArcGIS and related programs; e) ability to use NRCS Toolkit.
3. What is your experience or training in the following areas:
 - a. Reading/interpreting topographic maps, aerial photos, and soils information;
 - b. Livestock management practices;
 - c. Botany, particularly plant and weed identification in the field;
 - d. Wetlands, Forestry, Row Crops; and
 - e. List other relevant experiences or trainings that would be of interest or benefit to this position.
4. Describe in detail your experience/training that you feel best illustrates your ability to work with landowners/managers, agencies and special interest groups.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. **To ensure the broadest range of services to individuals with disabilities, Marion SWCD is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**

Equal Employment Opportunity  Affirmative Action Employer

MAILING ADDRESS: Marion SWCD, 650 Hawthorne Ave. SE, Suite 130, Salem, OR 97301

<http://marionswcd.net>



Phone (503) 391-9927



Fax (503) 399-5799

It is the applicant's responsibility to notify Marion SWCD of changes in address or phone number.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract